

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department of Children and Family		9. Position No. K0233492	10. Budget Program Number		Agency Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Management Analyst				
3. Division Human Services Executive Branch		12. Proposed Class Title Same				
4. Section Information Technology	For Use By	13. Allocation				
5. Unit Testing		14. Effective Date				
6. Location (address where employee works)		15. By	Approved			
City Topeka County Shawnee	Personnel	16. Audit Date: By: Date: By:				
7. (circle appropriate time) Full time Perm. Inter. Part time X Temp. % Regular		17. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		Office	Position Number			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name: Cheri Reesor Title: Public Service Executive II/Test Manager Position Number: K0162710

Who evaluates the work of an incumbent in this position?

Name: Same Title: Same Position Number: Same

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee will be provided minimal supervision on their daily work activities, but will be expected to follow standards and procedures once in place. The employee will be expected to perform testing on systems that they may not be familiar with and assist the user community with user acceptance testing.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1.	30% E	<p><u>Requirement Gathering</u></p> <p>Participate in the business requirements gathering sessions during the first part of a project. This may include assisting with the documentation of these requirements and assisting the Business Analyst as needed. These business requirements will be utilized by this position in order to create effective test scripts in order to determine if all requirements were met. This position may interface with the Development Staff in order to further explain these business requirements and fill in the gaps between the Development Staff and the Business Analysts.</p>
2.	50% E	<p><u>Testing</u></p> <p>Conducts the integration and system testing for enhancements, projects, and new software development. Ensures complete and accurate testing by developing test scripts, criteria, data, and expected results for repeatable future testing. Ensures that all interfaces are correctly tested and coordinates these tests if necessary. Conducts testing based on developed test criteria and test objective to evaluate both correct and incorrect outcomes and uncover programming errors. Analyzes test results to ensure the test procedures and conditions result in outcomes which accurately reflect system performance. Documents test results for follow-up, corrective action and additional testing if required. Monitors the test and keeps all team members informed of the status of the test. Manages the test problem resolution process including all problem reports and procedures. Works closely with technical staff to present user needs and interpret user design.</p>
3.	10% E	<p><u>Technical Coordination</u></p> <p>Participates in the analysis, development, and deployment of enhancements or changes to automated systems. Attends meetings with business and policy experts. Provides advisory support to other Help Desk staff, particularly those involving user support. Assists the user community with user acceptance testing when needed.</p>
4.	10% E	<p><u>Ad Hoc Responsibilities</u></p> <p>Other duties as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Has frequent contact with Business Analysts and technical staff. Has some contact with the business staff.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Sedentary

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Telephone – daily

Personal Computer – daily

Copier – occasionally

FAX machine - occasionally

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Independent work experience in program testing and any additional education and experience which meets the agency's requirement for the position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience in one or more DCF business areas, preferably Child Support Services. Experience in testing software is a plus.

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain

selective certification.

Must maintain security clearance throughout employment.

Signature of Employee Date

Signature of Personnel Official Date

Approved:

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date